

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

09-02-022C

OPEN PERIOD:

11/24/2009 – 12/8/2009

JOB TITLE:Defense Travel Systems
Administrator**PAY GRADE AND SERIES:**

GS-0503-09

PAY RANGE:

\$46,625 - \$60,612

POSITION LOCATION:

San Luis Obispo, CA.

APPOINTMENT TYPE: PERMANENT NON-DUAL ON BOARD
STATUS Must submit a copy of SF50 for status verification**PDCN #:** N0771000**AREA OF CONSIDERATION:** UNIT ONLY WITH COMPETITIVE STATUS**Security Clearance Required:**
National Agency Check**Key Requirements:** Must be a current USPFO Technician.**THIS IS A PERMANENT POSITION**

This position is located in the Comptroller Division of the United States Property and Fiscal Office (USPFO). The paramount purpose of this position is to serve as the primary point of contact to the USPFO Comptroller Division as the action officer for the Defense Travel System (DTS), with responsibility for carrying out a wide variety of complex processes related to DTS. Manages and organizes a Tier II help desk for the Army National Guard (ARNG) within the state.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

Defense Travel Systems Administrator GS-0503-09: Must have 1 year equivalent to at least GS-07 in summarizing, analyzing and evaluating financial data; experience which required both oral and written communication with others in a effective manner; experience which has provided a broad knowledge of financial data processes; experience in obtaining and interpreting information, organizing and developing clear and meaningful written information.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of pertinent financial data involved.
2. Ability to communicate with others effectively both orally and in writing.
3. Skill in doing thorough accurate work that requires a logical sequence of steps.
4. Ability to analyze and interpret rules, regulations, and procedures.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

- Master's or equivalent graduate degree;
- 2 full years of progressively higher level graduate education leading to such a degree; or
- LL.B. or J.D., if related.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at

NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, [if applicable](#)
- Miscellaneous Items (i.e., Flight Records, Bar Certification), [if applicable](#)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), [if applicable](#)
- SF 181, Ethnicity and Race Identification Form (optional)

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to

NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER